



GREENRIDGE PRIMARY SCHOOL

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5 January 2018

Term 1 Notification Letter

Dear Parents,

Happy New Year! May 2018 be a year filled with Love, Joy, Peace and Meaningful Endeavours for you and your family.

With the start of the academic year, we have been sharing our hopes and aspirations for the students as articulated in our School Vision, Mission, and Values. We have also reiterated our school rules and regulations as well as safety procedures to the students. Please find time for your child to share them with you and to reinforce them as well. Please also take note of the revised school hours this year, as highlighted in our last notification letter in 2017. You may refer to the relevant pages in the Student Handbook for these information.

In class, teachers have also been engaging the students in activities to strengthen the dynamics of the class and to reinforce our school values. They also involved the students in the setting of class rules and established routines so as to create a conducive, productive and positive learning environment. At home, we recommend that you also involve your child to establish rules and study routines so that he or she develops good character and study habits over time. Soon, the students will also be setting targets for the year. Your support and guidance is deeply appreciated as your child reflects on these areas.

To better engage you in your child's learning and holistic development, we will be organising our Parent-Teacher Meeting on 2 Feb this year. At the meeting, we will update you on educational matters pertaining to syllabus and assessment, and share with you some ways to support your child's learning at home. We hope that doing this earlier in the year will provide you with useful information to plan for your child's study activities at home that complement our school's efforts.

We look forward to another year of supportive partnership with you as we continue in this meaningful education endeavour to develop our students holistically.

Yours sincerely,

Mr Chua Choon Hock
Principal

Important Dates

2 Jan to 9 Mar
School Term 1

2 to 8 Jan
P1 Buddy
Programme

3 – 4 Jan
P4 and P5
Leadership
Workshop

3 – 4 Jan
P6 Motivational
Programme

5 Jan
Temperature Taking
Exercise

15 Jan
Start of P2 to P5
Remedial and
P6 Supplementary

30 Jan – 20 Apr
P1 English Speech
and Drama
Programme

2 Feb
Parent-Teacher
Meeting

9 Feb
Clothing Drive

15 Feb
Total Defence Day

Staff Matters

❖ **Staff Movement**

We bid farewell to the following teachers who have left the school and thank them for their past contributions to the school. We wish them all the best in their future endeavours. They are:

- ❖ Mdm Lyana – posted to East Spring Primary School
- ❖ Ms Nur'ain – posted to Fern Green Primary School
- ❖ Ms Saraswathy – posted to Tampines North Primary School
- ❖ Ms Lee Wanting – left the service to serve others

We welcome the following staff to our Greenridge family. They are:

- ❖ Ms Belinda Lee – School Staff Developer
- ❖ Miss Nur Azreen Binte Buhani – Malay Language teacher
- ❖ Miss Siti Nurhamizah Binte Mohd Ebrahim – Malay Language Teacher
- ❖ Ms Anisha Thameem Dheen – Tamil Language Teacher
- ❖ Mr Tan Hock Seng - Operations Support Officer

School Events and Celebrations

❖ **Chinese New Year Celebrations**

We will be celebrating Chinese New Year on Thursday, 15 February from 7.30am to 10.15am. We seek parents' assistance to make the necessary dismissal arrangements.

❖ **Chinese New Year Holidays**

Chinese New Year public holidays will be on 16 February and 17 February. As second day of Chinese New Year is on Saturday this year, 19 February (Monday) will be a school holiday. School will resume on Tuesday, 20 February 2018. On behalf of the school, I wish you and your family a Happy and Prosperous Chinese New Year.

❖ **Total Defence Day**

On Thursday, 15 February each year, schools in Singapore commemorate Total Defence Day (TDD) to mark the anniversary of the fall of Singapore to the Japanese in 1942. This year's theme is 'Together We Keep Singapore Strong'. We will be organizing different activities that will serve to remind students that Singapore is defensible and is worth defending, and we ourselves must defend Singapore.

15 Feb

Chinese New Year Celebrations
(School hours from 7.30am – 10.15am)

16 – 19 Feb

Chinese New Year (CNY) Holidays

20 – 21 Feb

Prefects' Investiture

12 Feb – 9 Mar

P1-P5 – FA (Weeks 7-10)

26 Feb – 2 Mar

P6 – CA and
P1-P5 – FA

1 – 7 Mar

P5 FbL

5 Mar

P4 VIA

8 to 11 Mar

ExCEL Student Leaders Overseas Cultural Immersion Trip

9 Mar

Upper Primary Sports

12 to 13 Mar

P5 Malacca Cultural Immersion Trip (selected students)

12 to 18 Mar

Term 1 School Holidays

25 May

Parent-Teacher Conference

Administrative Matters

❖ 2018 School Hours

As informed in our End-of-Year notification letter 2017, we have adjusted our school hours in 2018 to better cater to the academic and non-academic provisions as well as the well-being needs of our students. The change take into account the physiological and psychological needs of primary school students, including timely and adequate meal breaks.

The following table shows the school hours in 2018.

Levels / Days	School Hours		Reporting Time
	Monday	Tuesday to Friday	Monday to Friday
P1 to P6	7.45am – 2.45pm	7.45am – 1.15pm	7.30am

❖ Arrival and Dismissal Arrangement

We seek parents' cooperation in ensuring that your children report punctually by 7.30am for the Flag-raising and Pledge-taking ceremony. For the safety of the students, they are not allowed to leave school once they are within the school compound.

Arrival

During students' arrival in the morning, Gates 1A, 1C*, 3 and 7 will be manned by the school staff and/or security guards. As part of the school's efforts to enhance safety and security, parents are strongly advised not to enter the school except during wet weather. Please refer to the school's website for the gate locations.

**Gate 1C will be closed during wet weather. The sheltered Gate 2, on the left of gate 1C will be opened instead.*

Morning Assembly Arrangement

Days	Fair Weather		Wet Weather	
Mon & Tue	P5 & P6	School Hall	P1 & P2	Canteen
	P1 to P4	Parade Square	P3 & P4	School Hall
Wed to Fri	P1 to P4	School Hall	P1 to P4	School Hall
	P5 & P6	Parade Square	P5 & P6	Canteen

Dismissal

An additional gate, Gate 1B, will be opened to accommodate the larger numbers of students leaving the school during dismissal.

Parents of Primary 1 students are to pick up their children from the Parents' Waiting Area at the school foyer. Primary 1 classes will be brought there to be dismissed. No parents will be allowed into the school premises beyond the designated Parents' Waiting Area.

Primary 2, 3, 4, 5 and 6 students will go to the various gates after they are dismissed by their teacher near the canteen area on the ground floor. Kindly inform your child which gate to meet you or your child's caregiver.

Students with siblings in other levels are to meet in the *Quiet Zone* before going to the designated gates.

Students taking the school bus will also gather at the *Quiet Zone* and wait to be picked up.

❖ Recess and Lunch

We believe in developing our students to be independent. During their recess, parents will not be allowed into the school canteen to buy food for their children. Parents are also advised not to pass any food to their children or ask them to come out to the *Parents' Waiting Area / Foyer* during their recess. Students are to consume their food in the canteen.

Recesses will be staggered for the different levels. Classes will be assigned a fixed recess period which will be reflected in the class time-table. However, recess timings may be adjusted when there are celebrations in school or during examination periods due to the duration of different papers.

Recess	Levels	Time
First	P1 and P4	9.15am – 9.45am
Second	P2 and P5	9.45am – 10.15am
Third	P3 and P6	10.15am – 10.45am

❖ Lunch Breaks on Monday

To ensure student well-being and that they have lunches at a reasonable time, there will be lunch breaks on Mondays. Lunch breaks will be staggered for the different levels.

Lunch (Monday)	Levels	Time
First	P1 and P4	12.15pm – 12.45pm
Second	P2 and P5	12.45pm – 1.15pm
Third	P3 and P6	1.15pm – 1.45 pm

❖ Snack Breaks in Schools (Tuesday to Friday)

In line with MOE's recommendation, there will be an additional snack break to ensure that children are allowed to eat regularly. This additional snack break will take place during curriculum time between 11.45am to 12.15pm. Lessons will go on as usual and students will be given about 5 to 10 minutes to consume the snack during the designated timing. Parents may pack dry finger food such as buns or biscuits.

Students' Safety

❖ Road Safety

We would like to seek the cooperation of parents who walk their children to school to always use the designated pedestrian crossings. As part of our road safety briefing to all students, we have reminded our students to be safe when crossing roads. We seek parents' support in helping the school to be positive role models to the children and reinforce the importance of road safety.

For the safety of our students and road users in the community, parents who drive are advised to park at the nearby HDB carparks at Block 505A or Block 507-508 before proceeding to pick up or drop off their children at the school gates in the morning or at dismissal. Parents should not be stopping along Jelapang Road or outside the school gate as this causes serious safety issues and creates traffic congestions.

Assessment Matters

❖ Assessment Weightings

The following table is the 2018 Assessment weightings for Primary 1 to 6 students in 2018. As part of our review to provide a sound and balanced assessment system, the first Continual Assessment (CA1) for Primary 1 to Primary 5 students will be replaced with other forms of formative assessment such as class tests, online assignments, practical tests or quizzes which are all non-weighted.

Level	CA1	SA1	CA2	SA2
P1	-	20%	40%	40%
P2	-	30%	20%	50%
P3	-	30%	15%	55%
P4	-	30%	15%	55%
P5	-	30%	15%	55%
P6	10%	30%	-	60%

Students' Programme

❖ P1 Buddy Programme

From 2 to 8 January, the Primary 4 students will be involved in the 'P1 Buddy Programme' to enable the new cohort of Primary 1 students to be accustomed to their new surroundings. The programme is conducted during curriculum time.

❖ P1 and Speech and Drama Programme

The Primary 1 Speech and Drama Programme will commence from Term 1, Week 5 onwards. This programme aims to teach English in a fun and exciting way through the use of drama to build the children's confidence in using the language. The 10-hour programme will be conducted during curriculum time and it will culminate in a mini performance in the school in April 2018.

❖ P2 Reading Expressively through Digital Stories Programme

The Primary 2 students will be embarking on the "Reading Expressively through Digital Stories" programme with the aim to motivate them to read fluently and expressively through the use of technology. Students will learn to use Moo-O, a fun and engaging digital reading software. They will be immersed in the story that they are reading as they are transformed into story characters via webcams on the iPads and computers. The Primary 2 students will be provided with a personal user account for access to the software. They will be able to log in in school and also at home. More details will be given at a later date.

❖ P4 Values-in-Action

The P4 students will be involved in the Buddy Clean Workshop VIA, on Monday, 5 March in school from 1.00pm to 4.00pm. Dismissal will be from Gate 1B at 4.00pm.

We will be collecting unwanted clothing that is still in good condition for recycling on Thursday, 19 April. These clothing will be given to the needy. We would also encourage parents to nurture good environmental practices like, recycling at home and returning utensils at food courts, with the children.

❖ **P4 and P5 Leadership Workshops**

The leadership workshop took place on 3 and 4 January for both levels. The workshop for Primary 4 focussed on Personal Leadership while the workshop for Primary 5 focussed on Team Leadership. We believe that every Greenridgean should be an *Engaged Learner, Caring Leader* and the workshops provided an excellent opportunity for students to learn useful tips and work towards that.

❖ **P5 (Selected Students) Cultural Immersion Programme**

As part of the school's Cultural Immersion Programme, 70 P5 students will be selected to go for a 2D1N trip to Malacca from Monday, 12 March to Tuesday, 13 March 2018. The main objective of this trip is to give our students an opportunity to learn about the rich heritage and historical sites in Malacca. More details of the programme will be given at a later date.

❖ **P6 Motivational Workshop**

The P6 students attended a motivational workshop on 3 and 4 January during their curriculum time. This is part of a series of talks and workshops that will be carried out throughout the year to inculcate our P6 students with resilient attitudes and resourceful growth mindsets in preparation for changes in school, life and future challenges.

❖ **Prefects' Investiture**

All prefects will be involved in the Prefects' Investiture on 20 and 21 February. The investiture marks the appointment of the prefects and prefect leaders.

❖ **EXCEL Student Leaders Overseas Cultural Immersion Trip**

Selected Primary 5 Student Leaders will embark on an overseas cultural immersion trip from 8 to 11 March. This pool of student leaders consist of prefects, class monitors and different CCA leaders. They will be involved in the EXCEL (Exemplary Caring Engaged Leaders) Programme where they will undergo training to lead programmes to contribute to the school and the community.

❖ **Pre-Assembly Silent Reading**

Students are to bring an English Language storybook on Mondays, Tuesdays and Wednesdays for silent reading. For Thursdays and Fridays, students are required to have a Mother Tongue Language storybook. The school library is well-stocked with new and interesting books and students are strongly encouraged to borrow these books from the school library or public libraries.

❖ **Learning Management System**

The Marshall Cavendish Online Learning Portal is a Learning Management System (LMS) which tracks, manages and delivers online learning. Through a repository of curriculum-based digital content aligned to the syllabus in core subjects. MC Online LMS provides access to educational resources for both teachers and students. All students are provided with a personal user account for access to the online educational resources. They are able to access to the lessons, resources and tools from the school computer laboratories, libraries and also from home.
URL: www.mconline.sg

❖ Library programmes in collaboration with the NLB

To encourage the students to read more and widely, our school is partnering the National Library Board (NLB) in 2 key programmes:

- 1) Book Talk – a NLB librarian will recommend an interesting genre of books to our students during school assembly on the following dates:

Book Talk 1	Term One: 16 & 17 January 2018 (Tue & Wed)
Book Talk 2	Term Two: 3 & 4 April 2018 (Tue & Wed)

Students are encouraged to take note of the book recommendations and visit the school library to borrow the books.

- 2) Mass Borrowing - NLB personnel will bring a wide array of NLB books to our school on the following dates:

Mass Borrowing 1	Term One: 8 & 9 February 2018 (Thu & Fri)
Mass Borrowing 2	Term Two: 5 & 6 April 2018 (Thu & Fri)

This provides the convenience for our students to borrow a wide variety of books without having to visit any of the National Libraries. The exact time slot for each class will be provided by the class teacher prior to the event. All our students are strongly encouraged to borrow English and Mother Tongue books of different genres during these sessions.

❖ PE Attire

Please ensure that your child is dressed in proper PE attire on days when he/she has PE lessons. Students are allowed to remain in their PE attire throughout the day.

❖ P3 Swim Safer Programme

In line with MOE's focus on Holistic Education, the PE Department will be organising a swimming programme for **all** Primary 3 students. This programme is an excellent opportunity for your child to build water confidence and acquire basic/advanced proficiency. The programme will start in Term 1. More details of the programme will be informed at a later date.

❖ CCA for P3 to P6

As CCA allows students to develop their talents and provides opportunities for social integration with all races, all Primary 3 to 6 students are strongly encouraged to take up a CCA to provide a balance to his/her academic life. CCA recruitment has been conducted for **students with NO CCA**.

❖ Upper Primary Sports Day

This year's Upper Primary Sports will be held on Friday, 9 March 2018. The school will function from 7.30 am to 10.15 am. Students will be taking part in a series of activities that include Mass Walk, Mass Run, sports-related art and music activities. Further details will be provided at a later date.

❖ **Field-based Learning**

As part of the Social Studies curriculum, the school will be organising field-based learning activities at the Asian Civilization Museum for P5 students in Term 1. These activities aim to allow students to contextualize their learning experiences and enabling them to have a deeper understanding of what they have learnt in Social Studies lessons. Further details will be provided at a later date.

❖ **Commencement of Supplementary / Remedial Lessons**

The school conducts supplementary, remedial and enrichment lessons to enable students to explore curriculum in depth and/or to level up their skills and competencies in a particular subject.

Supplementary lessons for the P6 students and remedial lessons for P2 to P5 will commence in Term 1 Week 3, Monday, 15 Jan 2018.

Respective subject teachers will issue consent forms to your child prior to the commencement of the supplementary or remedial lessons if your child has been identified for the lessons.

❖ **My Journey to a True Heart (JTTH) Programme**

'My Journey to a True Heart' is a school-based character development programme. The lower-primary students have been given a 'bear card' and the teachers will award them with bear stickers for doing good deed and displaying good behaviour. The upper-primary students will be given the Values Advocate Card that contains many mini-tasks to enable them to put our school values into action. We hope the students will learn good values and character as they attempt the activities in the card.

❖ **National School Savings Campaign**

We would like our students to develop the value of thriftiness by encouraging them to start saving from young. The 'Smiley Savings Cards' and stamps will be available from our school bookshop from 1 Feb 2018. Each stamp cost 50 cents. Please refer to POSB website for more information. This is an optional savings programme.

❖ **Procedures When Entering the School**

For security reasons, the school does not encourage anyone to come into the school premises unnecessarily. The school gates will remain closed during school hours. All visitors are required to produce their identification cards (e.g. NRIC, driver's license etc.) at the security guard post.

The security officers will issue an official school pass to visitors once they have stated a valid reason for their visit. These passes are to be returned upon leaving the school.

Partnership with Parents

❖ Parent-Teacher Meeting on 2 Feb and Parent-Teacher Conference on 25 May

To better engage you in your child's learning and holistic development, the school will be holding a Parent-Teacher Meeting on Friday, 2 February 2018. We will also update you on educational matters pertaining to syllabus and assessment, and share with you some tips to support your child at home.

There will be no individual discussion on your child's progress at the Parent-Teacher Meeting. This will be carried out on Friday, 25 May 2018 after the First Semestral Assessment during our Parent-Teacher Conference. More details on both the meeting and conference will be given at a later date.

❖ 'Triple P' Programme (for Parents of P3 and P4 students)

In collaboration with Ministry of Social and Family Development (MSF), the school will be organising the Positive Parenting Programme (Triple P) for selected parents of P3 and P4 students. This is an evidence-based programme that equips parents with techniques to promote their children's psychological, social and emotional competence. A survey form will be given to all parents of P3 and P4 students to complete and return to the school. We will then invite selected parents to attend workshops or one-on-one sessions, based on the collated survey results.

❖ Parents' Support Group

Our school would like to support parents in the holistic development of their children and equip them with knowledge and skills to help in parent-child bonding and student well-being. We hope to achieve this through engaging our parents in parenting talks, parent-child bonding sessions and volunteering opportunities. Details will be shared via SMS. Parents can register for the talks or events via the Google link provided in the SMS.

Partnership with Community

❖ Recycling @ GRPS

Our school strongly advocates recycling and caring for the environment. We have a recycling programme in our school and students can bring recyclable items every week to show their support for this programme.

❖ Clothing Drive on 9 Feb

We will be collecting used clothing that is still in good condition to be given to needy and underprivileged children on Friday, 9 February. If you have clothing to give away, you can drop them at the General Office.

Photography or Videography during School Events and Activities

Please be informed that when you or your child attend any school event or activity, your photographs or video images may be captured. We may use and publish such photographs and/ or video recordings in our school publications, website, banners and other official school communication channels.